

**INSTRUCTIONS FOR COMPLETING TRANSMITTALS FOR ACCEPTANCE,
CONTRACTOR AND VERIFICATION SAMPLING AND TESTING
(Forms MTRB JC-1, MTRB CJC-2, and MTRB VJC-3)**

Item Description

- 1 Sample number assigned by the Project Engineer. First number is the transmittal number; second group of letters represent a code; the third number is the transmittal under that code. Use the following recommended codes:

EM	Excavation & Embankment	CAG	Concrete Aggregates
IB	Import Borrow	CA	Concrete Class "A"
AB	Aggregate Base Course	CB	Concrete Class "B"
ASB	Aggregate Subbase Course	CC	Concrete Class "C"
SF	Structural Fill	CD	Concrete Class "D"
TB	Trench Backfill	CP	Paving Concrete
BC	Bed Course for Pipes	RS	Reinforcing Steel
FM	Filter Material	PM	Pavement Marking Materials
AC	Asphalt Concrete	WC	Weekly Compaction Report
ACB	Asphalt Concrete Base	M	Miscellaneous (Includes
ACA	Asphalt Concrete Aggregates		material certifications)

Project number and date transmittal submitted are self explanatory.

- 2 Project Title.
- 3 Name exact material or item being submitted for testing or review. Do not list material not included with this transmittal. Indicate "Certificate of Compliance for (name of item)" for the item being submitted. (Be sure the Certificate of Compliance is specific as to what is being certified. It should not list items not in the project.)
- 4 Manufacturer or Brand of the material being submitted.
- 5 Source of supplier of the material being submitted.
- 6 Name of person who sampled the material and date of sample (if applicable).
- 7 Where sampled: jobsite; (name) of quarry; etc. as applicable. Quantity represented: __tons; __C.Y.; __each; etc. as applicable for each sample.
- 8 Where or what the material will be used in.
- 9 Specific section or subsection, plan sheet number, or change order number where the referenced material is specified and the quality requirements are indicated.
- 10 Payment item number (i.e., Item 206.7200).
- 11 Any other data required to clearly identify the material, test requirement and where it is required in the contract document.
- 12 Any notes as applicable (i.e., alternate use of the material, number of sample bags, and how shipped).
- 13 Any remarks regarding sampling difficulties, field conditions that may affect samples, how samples taken, etc.
- 14 Note whether project engineer has "accepted", "rejected" or "accepted subject to" test results or conditions contractor needs to meet.
- 15 Location and date sample/test data/certifications sent.
- 16 Name and signature of person submitting transmittal.
- 17 Phone number where the person can be contacted especially when test data does not meet specifications, and District or County office where test data or review comments should be sent to.